



## Erasmus+ Programme

### Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

#### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
MALTEPE UNIVERSITY, DEPARTMENT OF BUSINESS	TR ISTANBU18	erasmus@maltepe.edu.tr <u>Address:</u> International Relations Office- Erasmus Coordinatorship, Kültür Merkezi, 34857 Maltepe, Istanbul, Tel: +90216 626 1135 Fax: +90216 626 1134	ects.maltepe.edu.tr and <a href="http://www.maltepe.edu.tr/en">http://www.maltepe.edu.tr/en</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.



		<p><b>Assist. Prof. Dr. Pinar ENGİNCAN-</b> Erasmus Institutional Coordinator, e-mail: <a href="mailto:pengincan@gmail.com">pengincan@gmail.com</a> and <a href="mailto:pinarengincan@maltepe.edu.tr">pinarengincan@maltepe.edu.tr</a></p> <p><b>Gökhan BAKAR (Mr.)</b> – Erasmus Office Coordinator and Advisor for Erasmus Outgoing Student e-mail: <a href="mailto:gokhanbakar@maltepe.edu.tr">gokhanbakar@maltepe.edu.tr</a></p> <p><b>Serhat YETİMOVA (Mr.)</b> Advisor for Erasmus Incoming Student&amp;Staff e-mail: <a href="mailto:serhatyetimova@maltepe.edu.tr">serhatyetimova@maltepe.edu.tr</a></p>	
Obuda University	HU BUDAPES16	<p>For the <u>Departmental coordinators</u> see: <a href="http://erasmus.uni-obuda.hu/en/contacts">http://erasmus.uni-obuda.hu/en/contacts</a></p> <p><b>Institutional coordinator :</b> Mrs. Mária Dudás, Director Centre for International Mobility <a href="mailto:dudas.maria@rh.uni-obuda.hu">dudas.maria@rh.uni-obuda.hu</a> Tel: +36 1 666 5050</p>	<a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a>



## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution n]	TO [Erasmus code of the receiving institution ]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
HU BUDAPES 16	TR ISTANBU18	041	Business Administr ation	Short Cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> ,	2/10 months	-
HU BUDAPES 16	TR ISTANBU18	041	Business Administr ation	Short Cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> ,	2/10 months	-

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM	TO	Subject	Subject	Number of staff mobility periods
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<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)



[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
HU BUDAPES16	TR ISTANBU18	041	Business Administration	1-6 weeks (5 hours and 5 days min.)	1 week (5 days min.)
HU BUDAPES16	TR ISTANBU18	041	Business Administration	1-6 weeks (5 hours and 5 days min.)	1 week (5 days min.)

### C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution  [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
TR ISTANBU18	041	Turkish	English	B1(Turkish) -B1 (English)	B2 (English)
HU BUDAPES16	041	Hungarian	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Additional requirements

**Maltepe University** recommends checking and being sure for the instruction language/ECTS/hours of the relevant course(s) through academic responsible or Erasmus Departmental Coordinators of the relevant faculty.

<sup>6</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



**Maltepe University** (TR ISTANBU18) can arrange the infrastructure for the students or staff with disabilities if the dispositions of applicants are suitable. It will be discussed in the application period. **Maltepe University** (TR ISTANBU18) has campus buses which the service is provided by Istanbul City Municipality, the buses are suitable for men with disabilities.

HU BUDAPES16: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Centre for International Mobility: [projectoffice@uni-obuda.hu](mailto:projectoffice@uni-obuda.hu)

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU18	15 <sup>th</sup> August	15 <sup>th</sup> January
<b>HU BUDAPES16</b>	1 <sup>st</sup> May	5 <sup>th</sup> November

[\* to be adapted in case of a trimester system]

2. Maltepe University will send its decision within [2] weeks.

3. A Transcript of Records will be issued by the Maltepe University no later than [4] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 2014 will only take effect as of 1 September 2014+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]*

## F. Information

### 1. Grading systems of the institutions

Please find Maltepe University Grade Chart as following web link:

<http://llp-erasmus.maltepe.edu.tr/sites/default/files/files/Maltepe%20%C3%9Cniversitesi%20Grade%20and%20Score%20Table.pdf>

HU BUDAPES16: <http://erasmus.uni-obuda.hu/en/grading-system>

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.



Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU18	<a href="mailto:erasmus@maltepe.edu.tr">erasmus@maltepe.edu.tr</a> Tel: 0090312 292 29 29	<a href="http://www.konsolosluk.gov.tr">www.konsolosluk.gov.tr</a> and <a href="http://llp-erasmus.maltepe.edu.tr/incoming-students">http://llp-erasmus.maltepe.edu.tr/incoming-students</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://www.bmbah.hu/a_bah_ismertetese.php">http://www.bmbah.hu/a_bah_ismertetese.php</a>

### **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU18	<a href="mailto:erasmus@maltepe.edu.tr">erasmus@maltepe.edu.tr</a> Tel: 0090216 6261135	<a href="http://www.sgk.gov.tr/wps/portal/en">http://www.sgk.gov.tr/wps/portal/en</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://www.oep.hu/oepdok/fajlok/e.pdf">http://www.oep.hu/oepdok/fajlok/e.pdf</a>


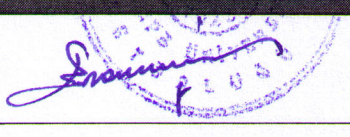


### **4. Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU18	<a href="http://ogrenciyurdu.maltepe.edu.tr/tr/iletisim">http://ogrenciyurdu.maltepe.edu.tr/tr/iletisim</a> Tel: 0090 626 10 00	<a href="http://ogrenciyurdu.maltepe.edu.tr/">http://ogrenciyurdu.maltepe.edu.tr/</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://erasmus.uni-obuda.hu/en/accommodation">http://erasmus.uni-obuda.hu/en/accommodation</a>



**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
TR ISTANBU18	Assist. Prof. Dr. Pinar ENGİNCAN-Erasmus Institutional Coordinator	24.02.14	 
HU BUDAPES16	Mária Dudás ERASMUS Institutional Co- ordinator Director of Centre for International Mobility	22.01.2014	 

<sup>7</sup> Scanned signatures are accepted